# POSITION DESCRIPTION

**director of the bureau of alcohol, tobacco, firearms and explosives, Department of justice**

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| **OVERVIEW** | | |
| Senate Committee | Judiciary | |
| Agency Mission | The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) protects the public from crimes involving firearms, explosives, arson and the diversion of alcohol and tobacco products; regulates lawful commerce in firearms and explosives; and provides worldwide support to law enforcement, public safety and industry partners. | |
| Position Overview | The director of ATF is responsible for the direction and supervision of one of the principal law enforcement agencies with the Department of Justice dedicated to preventing terrorism, reducing violent crime and protecting our nation. | |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) | |
| Position Reports to | Attorney General and Deputy Attorney General | |
| **RESPONSIBILITIES** | | |
| Management Scope | The director is responsible for managing an agency that in fiscal 2015 had a budget of $1,201 million, 5,101 positions and 2,536 special agents. | |
| Primary Responsibilities | * Oversees the management of the Bureau of Alcohol, Tobacco, Firearms and Explosives. * Has dual responsibility of enforcing federal criminal laws and regulating the firearms and explosives industries. * Directs and manages complex tax collecting, regulatory and enforcement missions that are interwoven with unique responsibilities dedicated to reducing violent crime, collecting revenue and protecting the public. * Enforces the federal laws and regulations relating to alcohol, tobacco, firearms, explosives and arson by working directly and in coordination with other federal, state and local law enforcement agencies. | |
| Strategic Goals and Priorities | [Depends on policy priorities of the administration] | |
| **REQUIREMENTS AND COMPETENCIES** | | |
| Requirements | * Strong management ability and political acumen * Excellent law enforcement credentials and experience * Proven crisis management abilities | |
| Competencies | * Ability to balance ATF’s enforcement mission with its regulatory responsibilities for firearms and explosives industries * Highest level of integrity and professional ethics | |
| **PAST APPOINTEES** | | |
| Thomas Brandon (2015 to present) (Acting) – Deputy Director of ATF; Special Agent in Charge, Phoenix Field Division; Special Agent in Charge, Detroit Field Division; Chief, ATF National Academy | |
| B. Todd Jones (2011 to 2015) (Acting until 2013) – Attorney General Advisory Committee, Head; U.S. Attorney for the District of Minnesota | |
| Kenneth Melson (2009 to 2011) (Acting) – Director of the Executive Office for United States Attorneys; First Assistant U.S. Attorney for the Eastern District of Virginia | |

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)